

Selecting and Reporting 2018-19 CTE Programs of Study

All career and technical education (CTE) programs of study (POS) and any currently valid special programs of study (SPOS) that a school district plans to offer for the 2018-19 school year must be selected and submitted to the department no later than **Feb. 22**.

This selection process is extremely important. **School districts must declare at least one program of study for a given school year in order to receive Carl Perkins IV funding for that school year.**

Selection and Reporting Process

When selecting a program of study, please use the [2018-19 Programs of Study](#) document as your primary reference. It will list all approved 2018-19 programs of study and courses. Also, before starting the selection process, please review the [Open Enrollment Guide](#). This guide provides important information to assist districts in choosing the program(s) of study and course(s) that best fit their needs.

Log-in Procedure

Note: The program of study reporting application is a state secured, authorization application. For those with access to Single Sign On, you can navigate to the [Orion dashboard](#) to access eTIGER.

1. Click <https://doe1.tn.gov/Authorize/login.aspx> to open the log-in screen.
2. Log in using your eTIGER user ID and password.
3. Select the "Program of Study" application.

Selecting/Reporting 2018-19 Programs of Study by School

1. After selecting the "Program of Study" application, click "School Assignments" located on the "Clusters – Programs of Study" page.
2. Select "School Year 2018-19," and select your district from the dropdown menu.
3. Select a participating school from your dropdown list. Indicate all programs of study (including SPOS approved for 2018-19 SPOS) which will be offered at this school for the 2018-19 school year. *(Note: Any previously approved SPOS, which has not expired, will appear with an "s" and numeral.)*
4. After selecting the desired programs of study, click "Save Changes." *(Note: Your user ID and date will be attached to the selected programs of study.)*
5. Repeat steps 2-4 for each participating school in your district.
6. Once all programs of study have been selected for every participating school in your district, review and confirm your selections by clicking "Print District." *(Note: Only course codes numbers for the POS/SPOS will appear on the "Print District" screen. In order to view the courses within a particular program of study, please refer to the [2018-19 Programs of Study](#).)*
7. Print this page for your records (optional).

Reminder: All 2018-19 Programs of Study must be selected and submitted no later than Feb. 22.

Application Process for 2018-19 Special Programs of Study (SPOS)

Special program of study (SPOS) applications are required for districts offering CTE programs of study which are not included in the [2018-19 Programs of Study](#) document.

If your school district plans to apply for a new SPOS for the 2018-19 school year, please complete the following steps:

1. CTE directors must submit the 2018-19 Special Program of Study Application. Applications received after the application deadline or from individuals other than the district's CTE director will not be considered for approval. The 2018-19 SPOS Application will be released in early 2018.
2. School districts will be notified of final approval status via email within six weeks of submission, provided requests for additional information are addressed by the district in a timely manner.
3. Approved SPOS are entered in eTIGER and are valid for three school years, as documented in each SPOS final notification email. Please keep this email notification for your records.
4. Once a new SPOS is approved, CTE directors must log into eTIGER to select the SPOS for 2018-19 school year *no later than July 1, 2018*.

Questions concerning the SPOS application process should be directed to Candi.Norwood@tn.gov.